

# By-Laws of Unity Church in Albany

Revised: Sept 23, 2018, with amendments during meeting  
Unity Church in Albany  
21 King Ave., Albany, New York

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## **ARTICLE I Identification**

### **Section 1.1 Name**

The name of this corporation shall be UNITY CHURCH IN ALBANY, a New York Corporation.

### **Section 1.2 Statement of Purpose**

The purpose of Unity Church in Albany, a New York Corporation, is to teach the universal principles of Truth (Christ Consciousness), as taught and demonstrated by Jesus Christ and interpreted by Unity 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 Unity Worldwide Ministries [UWM].

### **Section 1.3 Accomplishment of Purpose**

In the accomplishment of this purpose, Unity Church in Albany shall endeavor to conduct services of worship and classes of instruction, 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 1.4 Affiliation and Relationship to Unity Worldwide Ministries (UWM)**

Unity Church in Albany 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 or co-ministers, Board of Trustees, staff, or through direct communication with the UWM.

In the spirit of cooperation, the operation and conduct of this ministry shall comply with the regulations and policies of the UWM as outlined in the UWM Bylaws, insofar as they do not conflict with the laws of the State of New York.

- 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 Church shall have as its Spiritual Leader an ordained Unity Minister, a licensed Unity Minister, or a licensed Unity teacher working under dispensation from UWM.
- D. Teaching.** As a representative of this Church, the Minister shall teach Unity's Truth Principles, the Fillmores' teachings and principles of practical Christianity using methods, textbooks, literature, and other materials approved by UWM.

**E. Identifying Information.** 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. A copy of the deed to properties owned by the ministry.
4. Copy of the completed Form SS-4, Application for Employer Identification Number, once it has been returned by the IRS to the ministry.
5. Copy of the Form 8822-B, Change of Address or Responsible Party – Business Form that the IRS requests.

**F. Reports.** The Minister shall make annual reports to *UWM as required*.

**G. Autonomy** UWM shall in no way intrude upon the internal affairs of Unity Church in Albany, except upon request of the Minister, Board of Trustees, or the Membership, as cited in Article II, Section 2.4.E [Powers of Active Members].

### **Section 1.5 Principal Office**

The principal executive office of the corporation shall be fixed by the Board of Trustees. Said office shall be in the County of Albany, state of New York, as the Board of Trustees hereafter shall designate. The corporation may also have offices at such other places, as the Board of Trustees from time to time may designate.

### **Section 1.6 Official Records**

Records of membership, finances, donations, 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 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.

## **ARTICLE II Membership**

### **Section 2.1 Membership Requirement**

A member of Unity Church in Albany shall be 18 years of age or older who embrace Jesus Christ/ Christ Consciousness principles of love and truth as taught by Unity. He/she will further the work of this Ministry through his/her active interest, love and support. Any age exceptions will be prayerfully discerned by the Board of Trustees. To officially become a member of this Church, he or she shall follow the application process described in Section 2.2.

### **Section 2.2 Acceptance of Members**

#### **A. Application Process**

Anyone desiring Membership in Unity Church in Albany shall meet the criteria established by the Board of Trustees and shall submit a written "Application for Membership" form to the Board of Trustees for approval.

**B. Members of other Unity Churches**

Any member from another Unity Church is eligible for membership upon verification and approval by the Board of Trustees.

**C. Spiritual Leaders**

Any Unity minister and/or licensed Unity teacher serving this Church is eligible for membership upon consultation and approval by the Minister.

**Section 2.3 Terms of Membership**

**A. Membership**

Once approved, a person shall hold Membership until voluntarily relinquished or until such time as their Membership status comes into question by the Board of Trustees.

**B. Active Membership**

To retain active membership rights, members must indicate their desire to remain members by completing and returning to the church an Active Membership Renewal Card or such other document approved by the Board of Trustees. This occurs every two years. If no current membership renewal card or approved document is on file prior to the Annual Membership Meeting, that person becomes inactive and cannot serve on the Board of Trustees nor vote at any Membership meeting.

**C. Discontinuation of Membership**

When a member no longer wishes to continue holding membership at the Unity Church in Albany, he or she shall notify the Minister or the President of the Board of Trustees.

**D. Removal of Membership**

A member may be removed for cause by the Board of Trustees. Prior to any vote concerning removal, the member in question must be notified by certified mail at least fifteen (15) days prior to the Board of Trustees meeting of the changes that may lead to removal of membership and thereafter be given an opportunity for a hearing before the Board. A two-thirds (2/3) vote, including agreement by the Senior Minister or co-minister, shall be required for removal of membership.

**E. Reinstatement of Membership**

Prior members that voluntarily relinquished their membership or whose membership status became inactive can be reinstated as active members of the Unity Church in Albany. They shall fill out a membership renewal document approved by the Board of Trustees. They shall be reinstated as a member upon verification by the Board of Trustees.

**Section 2.4 Powers of Active Members**

Active members of Unity Church in Albany shall have the power to do the following:

- A.** Vote at any Membership meeting, at which the member is present, called in accordance with Section 2.5 [Meetings and Quorum]. Only Active Members of this Church, eighteen (18) years of age or older, shall have the power to vote at any Membership meeting. New members have voting rights at all Membership meetings up through, and including, the next regularly scheduled Annual Membership meeting after joining the church.

- B. Call a special Membership meeting when the affairs of this Ministry warrant such action. Refer to Section 2.5.B [Meetings and Quorum - Special Membership Meetings].
- C. Offer suggestions to the Minister, other members of the ministry team, and members of the Board of Trustees, as may seem advisable for the good of this Ministry.
- D. Contact the UWM regional representative or the UWM directly for guidance, support, or information on available resources.
- E. Any ten (10) members may request Conflict Transformation Assistance (CTA) by notifying the President of UWM in writing with copies to the Board of Trustees and Minister. Upon receipt of a request for CTA from ten or more members to the President or designee of UWM, a CTA representative shall confer with the Minister, the Board of Trustees, and/or regional representatives to evaluate whether further action is required.
- F. Serve and vote on ministry committees and teams, speak in debate at any membership meeting according to the rules provided for debate.
- G. Participate in all activities and programs of the ministry.

## **Section 2.5 Meetings and Quorum**

### **A. Annual Membership Meeting**

The annual membership meeting of the Unity Church in Albany shall be held at its official headquarters on the first Sunday in March, at the time of day designated by the Board of Trustees. If on that day the Church is closed due to inclement weather, the alternative meeting day will be the next available Sunday.

### **B. Special Membership Meetings**

Any time the affairs of this Ministry warrant a special meeting, the meeting may be called by:

1. The Minister,
2. A majority of the Board of Trustees, or
3. A member submitting a petition having been signed by ten percent (10%) of the active membership; a written request must be submitted to the Board who shall, within fifteen (15) days, call the meeting on behalf of the requesting party.

The purpose(s) for the special meeting shall be stated by both written request and written notice to the active membership. In the case of a special membership meeting called by written petition, the written notice of the meeting to the active membership shall faithfully reflect (restate, reproduce) the purpose(s) of the special meeting stated in the petition. 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 of the annual meeting will be sent to all active members at least ten (10) days before any Membership meeting.

### **D. Quorum**

For the conduct of business during a Membership meeting called pursuant to the notice provisions of Section 2.5.C [Written Notice] the minimum required number of members, present and voting, that constitutes a quorum is fifteen percent (15%) of Active Members.

### **E. Presiding Officer.**

The President of the Board of Trustees shall serve as the presiding officer of the annual membership meeting.

## **F. Participation**

Attendance at a Membership meeting shall not be restricted to members only, but only active members may vote.

## **G. Voting**

1. Unless otherwise provided herein, the vote of a majority of the active members present shall be necessary for approval or disapproval of the action being voted upon. Refer to Section 2.3 [Terms of Membership] and Section 2.4 [Powers of Active Members]. Proxy votes are not allowed.
2. A provision will be made for attendance via an electronic means such as videoconferencing for those who are absent. Active members will be allowed to vote using this methodology.
3. Absentee Voting is allowed as follows:
  - a) Absentee voting must occur by paper ballot sent through the US Post Office.
  - b) Absentee voting may occur within two weeks prior to the Membership meeting. To be counted, ballots must be received no later than 1 day prior to the day of the election. Ballots received after this day will be disqualified.
  - c) All ballots--absentee and those casted in person--will be counted together on the day of the election.

## **H. 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 as specified in Section 4.2 [Board of Trustees – Election];
2. Approve proposed amendments to these bylaws, refer to Section 9.1 [Bylaws Amendments – Procedure];
3. Approve by a two-thirds (2/3rds) vote of active members present, any expenditure, or any expenditure regarding the sale, pledge, or proposed financing of real property belonging to this ministry that exceeds thirty thousand dollars (\$30,000) or 10% of the annual operating budget, whichever is greater;
4. Elect a member and an alternate, to serve on the Nominating Ministry Team, refer to Section 4.2 [Board of Trustees - Election];
5. Override any action of the Board of Trustees provided that 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 (2/3rds) vote of active members present;
6. Remove by a two-thirds (2/3rds) vote of active members present any or all trustee(s) from the Board of Trustees, in accordance with Section 4.3 [Board of trustees – Vacancy and Replacement]; and
7. Vote on any matters officially brought to the attention of the membership.

## **I. Prayer for Discernment**

In any membership meeting, the Board President, Minister, or any Member may request that action on any item of business be temporarily halted while the Membership enters into a time of prayer on the issue. Upon such request, the President shall provide a period of prayer and silence.

## **ARTICLE III Administration and Ministers**

### **Section 3.1 Administration**

The government of Unity Church in Albany shall be vested in the Minister, as the Administrative Director, and the Board of Trustees.

### **Section 3.2 Senior Minister(s)**

As the spiritual leader(s), the Minister, or co-Minister, shall be an ordained Unity Minister.

#### **A. Duties**

The 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 specified in Section 1.2 [Identification – Statement of Purpose]. In the event that co-ministers cannot agree on a matter of substance, they shall bring the issue to the Board. As administrative director(s), the Minister(s) shall be:

1. Responsible for the complete functioning of this Ministry, including the hiring and termination of all employees. Refer to Section 4.1.D [Board of Trustees – Duties].
2. Voting member of the Board of Trustees on all matters except his/her own employment, or that of successor. The office of “Minister” holds only one vote within the Board of Trustees. In case there were two co-ministers, both of them can attend Board of Trustees meetings, but only one of them shall exercise the voting right of the office. Both shall come to an agreement on how to exercise this right.
3. Enroll or cause to enroll, in consultation with the President of the Board, Ministry Teams in accordance with Section 5.1 [Ministry Teams – Formation].
4. A member of all Ministry Teams. Refer to Section 5.1 [Ministry Teams – Formation].
5. Responsible for seeing UWM’s assistance in the event of a dispute adversely affecting the Ministry.

#### **B. Vacancy**

The position of Minister may be vacated by any of the following actions:

1. Resignation, or
2. Removal because of failure to fulfill the duties of the position as specified in Section 3.2.A [Senior Minister(s) - Duties], after complying with Section 4.1.G [Termination of Employment of Minister].

#### **C. Compensation**

The compensation of the Minister(s) shall be fixed annually by contract between the Minister and the Board of Trustees.

### **Section 3.3. Associate Minister**

In ministries with more than one minister, the skills and/or experience of the Associate Minister may be less than those of the Senior Minister. The Associate Minister(s) will be an ordained Unity minister.

#### **A. Duties**

The associate minister(s) will perform the duties and fulfill the responsibilities assigned them by the senior or co-ministers.



**B. Compensation**

To the extent funded by the Board, the compensation of the associate minister shall be fixed by the senior minister.

**Section 3.4. Assistant Minister**

In ministries with more than one minister, the skills and/or experience of the Assistant Minister may be less than those of the Senior Minister. The Assistant Minister will be duly licensed and ordained minister from an organization that is in alignment with Unity principles and teachings.

**A. Duties**

The assistant minister will perform the duties and fulfill the responsibilities assigned them by the senior minister.

**B. Compensation**

To the extent funded by the Board, the compensation of the assistant minister(s) shall be fixed by the senior minister or co-ministers.

**ARTICLE IV Board of Trustees**

**Section 4.1 Members**

**A. Structure**

The Board of Trustees shall consist of the Senior Minister or co-Ministers, six (6) Trustees, and an Alternate Trustee elected from the Active Membership of Unity Church in Albany. Each elected Trustee, with the exception of the Alternate, shall hold office for three (3) years, or until a successor is duly elected.

No active Licensed Unity Teacher, individual receiving compensation from the Ministry (with the exception of the Minister) or the significant other of an individual receiving compensation from the Ministry may serve on the Board of Trustees. Further, no Board member shall be a relative of, or significant other of another Board member.

**B. Term of Office**

The term of two (2) elected Trustees shall expire annually and their offices shall be filled at the Annual Membership Meeting in accordance with Section 4.2 [Board of Trustees – Election] Elected trustees will hold office for three years, unless they are replacing a trustee, in which case they will serve for the remainder of the term of the trustee they are replacing. No elected Trustee shall serve more than two (2) consecutive terms of three (3) years each without an interval of one year between terms except for Trustees elected for one- or two-years terms at the Annual Membership meeting.

The Board Alternate shall hold office for one (1) year. Service as Board Alternate will not be considered as serving a full term. The Board Alternate will make every endeavor to attend all Board meetings so that he or she will be knowledgeable on the affairs of the Ministry.

### **C. Prayer**

It is important that in addition 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. During the discussion of an item of business, any Trustee may request time for prayer about the issue. Upon request, the President shall provide a period of prayer and silence.

### **D. Duties**

As representatives of the Membership, the Board of Trustees shall:

1. Uphold the spiritual purpose of this Ministry as stated in Section 1.2 [Identification – Statement of Purpose].
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 these purposes.
6. Administer the property of this Ministry, both real and personal.
7. Make determinations on expenditures or on the sale, pledge, or proposed financing of real property or assets belonging to this Ministry. All decisions in favor of expenditures, or for the sale, pledge, or proposed financing of real property or church assets exceeding thirty thousand dollars (\$30,000) in value, or 10% of the operating budget, whichever is greater, shall be presented to the Membership at a properly constituted Membership meeting to be voted on in accordance with Section 2.5.H [Meetings and Quorum – Powers and Authority].
8. As recommended by the Minister, authorize the employment of all staff personnel of this Ministry and set and approve their salaries. Refer to Section 3.1.A.a [Minister(s) – Senior Minister Duties].
9. Set dates for the fiscal year.
10. Each year cause to be prepared a complete financial statement with disclosures that will set forth the fiscal conditions and operations of the Ministry which shall be presented at the Annual Membership meeting. A qualified accountant audit shall be performed at the discretion of the Board of Trustees or within a five (5) year period.
11. Will secure a fidelity bond for the Treasurer and when deemed advisable, secure a fidelity bond for others handling the money for this Ministry.
12. Approve applicants for Membership in accordance with Section 2.2 [Membership – Acceptance of Members].
13. Act to fill the unexpired term of any Trustee or Alternate Trustee in accordance with Section 4.3.B [Board of Trustees – Vacancy and Replacement].
14. Elect officers of the Board, and their successors to fill any unexpired term when necessary. See Section 4.5 [Board of Trustees – Officers].
15. Ratify, by consensus, the Chair of Ministry Teams as appointed by the President of the Board or the Minister. See Section 3.2.A [Minister(s) – Duties], Section 4.6.A [Board of Trustees – Duties of Officers – President] and Section 5.1 [Ministry Teams – Formation].
16. Seek UWM assistance in the event of a dispute adversely affecting the Ministry.

17. Attend and actively participate in annual Board retreats and ongoing Board educational programs.
18. Consider other duties brought to their attention by the Minister and other Trustees.
19. To keep or cause to be kept an accurate record of Membership.
20. To keep or cause to be kept accurate records of gifts to the Ministry in compliance with the Internal Revenue Service regulations; and acknowledge in writing, contributions in compliance with Internal Revenue Service regulations.
21. Will secure liability insurance and indemnification for all Board of Trustee members and Minister.
22. Shall serve as Board Liaison to a Ministry Team.
23. Shall tithe time, treasure and/or talent to this church.
24. Shall attend Board of Trustees meetings regularly.
25. The alternate trustee counts for quorum in meetings with only three Trustees in attendance and has the right to vote for the transaction of business for that meeting.

#### **E. Employment of Minister**

It is the responsibility of the Board of Trustees to employ a licensed or ordained Unity Minister for the Church through cooperation with the employment management procedures of UWM.

#### **F Election of a New Minister**

Should a vacancy occur in the Office of the Minister, it is the responsibility of the Board of Trustees to establish a procedure to find a new minister that is a good fit for our congregation. The President of the Board of Trustees shall communicate with the President of UWM to request UWM's assistance in the process of finding another minister.

#### **G. Termination of Employment of Minister**

After this Ministry and its Minister have cooperated with the Conflict Transformation procedures of UWM, a two-thirds (2/3) majority of the Church Membership of the Board is required to terminate the employment of the Minister in accordance with the New York State Religious Corporation Law.

### **Section 4.2 Election**

#### **A. Qualifications**

Any person elected to the Board of Trustees must be a member of Unity Church in Albany. He/she shall be a person who:

1. Feels called to serve on the board as an active participant and is called to be part of a cohesive team that works together in the spirit of service.
2. Endeavors to live in accord with Jesus Christ/Christ Consciousness principles of love and truth as taught by Unity. Is a sincere, continuing student of Unity, and is conversant with its teachings.
3. -Has demonstrated leadership capabilities (including outside of Unity) and has furthered the work of this ministry through his/her active interest, love, and support.
4. Understands, or is willing to be trained in, the fiduciary responsibilities, including finance and budgets.

5. Can commit to regular attendance of monthly board meetings and other special meetings that are essential to the spiritual and financial leadership of this church.

#### **B. Nominating Ministry Team**

A Nominating Ministry Team will be formed at least three months prior to the Annual Membership meeting and will initiate a search for at least two qualified candidates for the Board of Trustees. The Ministry team will consist of the Minister and three (3) 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 Ministry Team for the next year's election. In the event the person so elected is unavailable to serve, the Board will select a person from the Membership to fill the vacancy, other than a current Board member.
2. The Board will elect one of its Members to serve on the Nominating Ministry Team.
3. Together with the Minister, the above two Ministry Team members will select a third Ministry Team member from the Membership who will become Chairperson of the Nominating Ministry Team.
4. In the event of an interim Board, the Nominating Ministry Team shall complete its selection process within thirty (30) days from the establishment of the interim Board.

#### **C. Nominating Procedure**

As the presiding officer of the Annual Membership meeting, the President shall:

1. Read Section 4.2 [Board of Trustees – Election] just prior to the call for nominations.
2. Call upon the Chairperson of the Nominating Ministry Team to present the Ministry Team's nominations.
3. Call for additional nominations from the floor. Nominees should never be chosen on the basis of a person's business success or financial resources alone. All nominees, no matter how nominated, must qualify in accordance with Section 4.2.A [Board of Trustees – Election – Qualifications].

#### **D. Election**

1. Statements made by nominees for the board of trustees must be made available to all members 30 days before the election.
2. 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 will be elected to full three (3) year terms. The candidate receiving the next highest number of votes will be elected to the longest unexpired term, etc. All persons elected in such a manner will be considered to fulfilling a term of office, except for the Board Alternate.

### **Section 4.3 Vacancy and Replacement**

#### **A. Vacancy**

The office of a Trustee may be vacated by any of the following means:

1. The resignation of a Trustee.
2. The Board voting for the removal of a Trustee due to unexcused absences from three successive regular Board meetings or a pattern of unexcused absences. The Board may excuse absences upon written request.

3. The Board voting for the removal of a Trustee because of a failure to fulfill the duties of office as specified in Section 4.1.D [Board of Trustees –Duties]. After the Trustee is informed of the intention to removal, a Notice of Intent for Removal of a Trustee must be mailed, first class mail, to the Membership ten (10) days prior to the Board meeting where such action will be taken.
4. The Membership voting for removal of a Trustee because of failure to fulfill the duties of the office as specified in Section 4.1.D [Board of Trustees – Duties]. Refer to Section 2.5 [Membership – Meetings and Quorum – Powers and Authority].
5. If more than fifty-percent (50%) of the Board of Trustees is to be recalled, the entire Board of Trustees must be recalled. Refer to Section 2.5 [Membership – Meetings and Quorum – Powers and Authority].
6. If the entire Board of Trustees is recalled by the Membership, then the Membership may re-elect recalled Trustees. The number re-elected must be less than fifty-percent (50%) of the recalled Trustees.

#### **B. Replacement**

1. Should a vacancy occur on the Board of Trustees, the alternate trustee shall fill the vacancy until the next annual membership meeting.
2. In the event there is a vacancy in the office of alternate trustee the Board shall select a qualified replacement to fill the position at its next regular meeting., see Section 4.2.A [Board of Trustees – Election – Qualifications]. A majority vote shall be necessary for election. In case of emergency, a special Board meeting may be called. The term of service shall expire on the date of the next annual meeting. A person appointed in this manner is not considered to have served a complete term.

#### **C. Election Procedure.**

The candidate receiving the largest number of votes will 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 including that of alternate to the board.

#### **D. Interim Board**

If the entire Board of Trustees has been recalled, the Church Membership may choose to elect an interim Board whose term of office will not exceed sixty (60) days. At the end of sixty (60) days, a permanent Board must be elected.

### **Section 4.4 Meeting and Quorum**

#### **A. Regular Board Meetings**

The regular business meetings of the Board of Trustees shall be held at the headquarters of this Ministry on the third Thursday of each month, unless otherwise specified by the Board.

#### **B. Special Board Meetings**

Special Board Meetings shall be called by the President of the Board under any of the following conditions:

1. By request of the Minister;
1. By request of two or more Trustees; or

2. As the President of the Board deems necessary.

The request shall be filed in writing with the Board Secretary. He/she must be made to notify all Trustees of a Special Meeting.

**C. Quorum**

Four Trustees will constitute a quorum for the transaction of business. Board members may be virtually present by electronic communication. The alternate can be counted for the purpose of quorum when only three Trustees are present and has the right to vote for the transaction of business of that meeting.

**D. Minister Attendance**

The Minister shall attend all Board meetings, with the exception of those meetings, or portions thereof, that pertain to determination of the Minister's salary and/or review of work record. The Minister must be notified in writing of all Special Board Meetings. Refer to Section 3.2.A [Minister(s) –Senior Minister – Duties].

**E. Meeting Protocol.**

Meetings of the Board shall be open for attendance by any member. Guests (who are not members of the church) are not entitled to join the discussion but may be allowed to address the Board at the discretion of the Board.

**F. Executive Sessions**

Meetings shall be convened in Executive Session when dealing with confidential matters.

## **Section 4.5 Officers**

The officers of the Board of Trustees shall be a President, a Vice President, a Secretary, and a Treasurer. All officers will be selected in a manner determined by the Board at the first Board meeting after the Annual Membership 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.

## **Section 4.6 Duties of Officers**

**A. President**

The president shall:

1. Preside at all Board of Trustees meetings.
2. Be a spokesperson for the Board.
3. Preside at all Membership meetings.
4. Enroll, or cause to enroll, in consultation with the Minister, members of ministry teams in accordance with Section 5.1 [Ministry Teams – Formation].
5. Be a member of all Ministry teams by virtue of the office except the Nominating Ministry Team.
6. Sign such papers and documents upon proper authorization as may be necessary.
7. Be responsible for the planning of Board orientation, retreats, and workshops

**B. Vice President**

The Vice President shall:

1. Assist the President in the performance of that officer's duties
2. Perform all the duties of the President of the Board in the absence of the President.

3. Become 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:

1. Keep, or cause to be kept, an accurate record of the minutes of all Board and Membership meetings
2. Be the custodian of, and be responsible for, all reports, official Active and Inactive Membership lists, contracts and other legal papers, minute books, and the corporate seal, which will be kept at the principal executive office of the Ministry, at all times, or as otherwise determined by the Board.
3. Attend to all official business as directed by the Board.
4. Keep, or cause to be kept, accurate Active and Inactive Membership lists. Refer to Section 2.3 [Membership – Terms of Membership]
5. Keep, or cause to be kept, Sunday Service attendance records.

### **D. Treasurer**

The Treasurer shall:

1. Be custodian of all funds of this Ministry. He/she shall pay out, or cause to be paid out, funds authorized by the Board. A fidelity bond will be secured for the Treasurer. Refer to Section 4.1.D [Board of Trustees – Members – Duties].
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 year, to the annual Membership meeting.
4. Account for, or cause to be accounted for, by the appointment of qualified persons, all funds received.
5. When counting Ministry funds, there should be at least two (2) persons present.
6. Place, or cause to be placed, the funds of this Ministry in the bank or other repository approved by the Board.
7. Keep a record, or cause a record to be kept, of donations made to this Ministry, by check, credit card or envelope with name of the donor and date. A statement of these donations will be given to the donor annually prior to January 31st of the year following donation.

### **E. Alternate Treasurer**

An alternate treasurer may be appointed at the discretion of the Board of Trustees, among the Trustees. The alternate treasurer:

1. Shares fiscal oversight responsibility with the Treasurer, in a structure that works for both members and is approved by the Board;
2. Shall be prepared to fill in as the Treasurer needs;
3. Shall be prepared to assume the duties of the Treasurer; and
4. Is a voting member of the Investment Committee.

## **ARTICLE V Ministry Teams**

### **Section 5.1 Formation**

With the exception of the Nominating Ministry Team, ministry teams may be appointed by the President of the Board of Trustees or the Senior Minister or co-ministers for their respective areas of responsibility. Ratification by the Board is required. The Board of Trustees shall oversee governing policies of all committees and ministry teams.

## **ARTICLE VI Dissolution**

### **Section 6.1 Dissolution**

In the event of the dissolution of Unity Church at Albany, all property and funds remaining after the payment of debts of this association shall be held in an escrow account for 10 years at UWM until such time as the Unity Church can be re-established in Albany County. Thereafter, the funds will be reverted to UWM. Such funds or property will be for the use and benefit of the UWM as may be determined by the Board of Trustees of the UWM, in alignment with current policies and procedures. The UWM will make available according to its current policies and procedures, funds for the reestablishment of a Unity ministry in (name of city). Should the UWM no longer exist, any assets remaining of this corporation after dissolution will be disposed of by a court of competent jurisdiction of the County in which the principal executive offices of the corporation 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 5.01(c) (3) of the Internal Revenue Code of 1954.

## **ARTICLE VII Seal**

### **Section 7.1 Seal**

The Corporate Seal of the Church shall be the name of the Church in a circle, which encloses the name of the city and date of incorporation.

## **ARTICLE VIII Meeting Procedures**

### **Section 8.1 Rules of Order**

The latest edition of Robert's Rules of Order shall be the authority of this Ministry on parliamentary law and its usage, unless otherwise provided by these Bylaws.

## **ARTICLE IX Bylaws Amendments**

### **Section 9.1 Procedure**

Amendments to these Bylaws must be made by voting members of this corporation at a legally



constituted Member meeting. Written notice setting forth the proposed amendments must be mailed to active members at least ten (10) days prior to the meeting at which they will be considered. An affirmative vote of two-thirds (2/3) of active members present and voting will be necessary to approve any amendment of these Bylaws.

These Bylaws fully supersede all previous Bylaws adopted by Unity Church in Albany.