

**BY-LAWS**  
Unity Center, Inc. d/b/a  
**Unity Atlanta**  
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**ARTICLE 1 – Identification**

**Section 1.01 – Statement of Purpose**

The purpose of Unity Center, Inc. (hereinafter referred to as “the Church,” a Georgia corporation, is to teach the universal principles of Truth as taught and demonstrated by Jesus Christ and interpreted by Unity and the Unity Worldwide Ministries International (hereinafter referred to as “Unity”). Unity is a non-profit corporation organized and existing under the laws of the state of Georgia with headquarters at Lee’s Summit, Missouri. In the accomplishment of this purpose, the 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 Church and to adopt other means that in the judgment of the Senior Minister (herein referred to as “the Minister”) will further the principles of practical Christianity among people everywhere.

**Section 1.02 – Unity Membership and Responsibilities**

The Church is and shall remain a member of the Unity Worldwide Ministries International. The operation and conduct of this ministry shall comply with the regulations and policies of Unity as outlined in the Unity Bylaws, insofar as they do not conflict with the Laws of the State of Georgia.

- A. LEADERSHIP. The Church shall have as its leader an ordained or licensed Unity minister(s) in good standing or a person serving under special dispensation approved by Unity. Refer to Section 4.02(A) of the Bylaws. For the purpose of these Bylaws, the term “Minister” will include a person serving under special dispensation of Unity.
- B. TEACHING. The principles of practical Christianity shall be taught through the Church, compatible with the teachings and publications of Unity.
- C. REPORTS. As the Church’s Primary Liaison to, the Minister or designee, will make annual reports to UWM-

**ARTICLE II – Location**

**Section 2.01 – Principal Office**

The principal executive office of the corporation shall be fixed by the Board of Trustees (hereinafter referred to as “the Board”). Said office shall be in the County of Gwinnett, State of Georgia, or at such other place within the State of Georgia as the Board hereafter shall designate. The Corporation may also have offices at such other place or places as the Board may from time to time designate.

**Section 2.02 – Official Records**

Records of membership, finances, contributions, corporate minutes, and other records required by law or as designated by the Board of Trustees, will be maintained at the principal office of the corporation. Confidential documents, i.e. membership, contribution, or personnel records, are available only for use by the Senior Minister, Board members, or professional staff designated by the Senior Minister. Non-confidential records, i.e. Bylaws, corporate minutes, corporate financial reports, are available at any time to active members.

## **ARTICLE III – Membership**

### **Section 3.01 – Qualifications**

A member of the Church shall endeavor to live in accord with the Jesus Christ principles of Love, Truth and Service as taught by the Unity Institute and The Unity Worldwide Ministries International. He/she shall further the work of the Church through his/her active commitment, interest, love and joyful support.

### **Section 3.02 – Election of Members**

Anyone desiring membership in the Church shall file an application for membership with the Ministry office after participation in an orientation class. The Board of Trustees is presented with a request for membership. Upon a majority affirmative vote of the Trustees present and voting, the applicant shall become an active member and shall be notified accordingly by the Church Staff at the direction of the Senior Minister.

- A. All staff ministers and Licensed Unity Teachers are considered members of the Church.
- B. Youth of Unity members or other youth may seek membership upon reaching the age of 16. They will follow the same guidelines as other congregants seeking membership.

### **Section 3.03 – Terms of Membership**

- A. **TENURE.** A member shall retain membership until it is voluntarily severed, or as long as the individual's ideas and conduct are in accord with the qualifications specified in Section 3.01.
- B. **TERMINATION 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 given an opportunity for a hearing before the Board. A two-thirds (2/3) vote of the membership shall be required for termination of membership, provided that the Senior Minister is in agreement with this action.

### **Section 3.04 – Definition of Active Member**

- A. An Active Member is one who annually indicates a desire to remain a member by either:
  - 1. Completing and returning to the church a membership renewal survey or such other document as approved by the Board of Trustees, OR by
  - 2. Making a recorded financial contribution to the Church during the twelve (12) months preceding the annual membership meeting.
- B. If no current membership renewal survey(or approved document) or recorded financial contribution is on file at least thirty (30) days prior to the annual membership meeting, that person becomes an Inactive member and cannot serve on the Board of Trustees or vote at any membership meeting

### **Section 3.05 - Reinstatement of Inactive Membership**

- 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. In order to vote at a membership meeting such members must fulfill these requirements at least six (6) weeks before 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.

C. TRANSFER OF MEMBERSHIP FROM ANOTHER UNITY CHURCH. Request for transfer of membership must be made to the Senior Minister. An orientation session must be completed.

### **Section 3.06 – Powers of Active Members**

Active members of the Church shall have the power to:

- A. Vote at any membership meeting, at which the member is present, called in accordance with Section 3.08.
- B. Elect members to the Board as specified in Section 3.07.
- C. Ratify the Bylaws of the Church or any amendments thereto as specified in Section 7.01.
- D. Vote on any question of purchase or sale of real property owned and used for the operation of the Church.
- E. Call a special membership meeting as defined in Section 3.09 when the affairs of this Ministry warrant such action.
- F. Vote to override any action of the Board
- G. Vote for removal of any Trustee.
- H. Vote on any matters officially brought to the attention of the Membership.
  - I. Offer suggestions to the Minister or Board as may seem advisable for the good of the Church.
- J. Join with a minimum of twenty-four (24) other active members in requesting peacemaking assistance.

The following are required for the above-mentioned actions:

- All such amendments to Bylaws shall be approved by two-thirds (2/3) affirmative vote of those present and voting.
- Two-thirds (2/3) affirmative vote of those present and voting is required for the approval of the purchase or sale of real property owned and used for the operation of the Church.
- Overriding an action of the Board call for communicating it to the membership in writing ten (10) days prior to the subsequent meeting of the membership; two thirds (2/3) of those present and voting have the authority for determination.
- Requests for peace-making assistance must be made by notifying the President and CEO of the Unity Worldwide Ministries in writing with copies to the Board and Minister.

### **Section 3.07 – Annual Meeting and Election of Trustees**

- A. DATE AND AGENDA. The annual membership meeting of the Church shall be held at its official headquarters on or before the end of February, at the time of day designated by the Minister and the Board or such date as the Board may set to be held during the first quarter of the calendar year. The agenda shall include a report to the membership on activities of the Church, the financial status of the Church and the election of Trustees to fill expiring terms.
- B. NOMINEES FOR BOARD ELECTION. Trustees to fill positions of available terms for the Board will be nominated and placed on a prepared ballot for the election that will include:
  1. Nominees by the Nominating Ministry Team who have been officially announced at least thirty (30) days prior to the annual meeting.
  2. Additional nominees submitted in writing no later than 45 days prior to the Annual Membership Meeting. Such submission for each additional nominee must be signed by at least five (5) active members and delivered to the Nominating Ministry Team, Church office, to the Minister, or to any Board member. If the Nominating Ministry Team finds such proposed nominee meets qualifications as defined in Section 4.04 (A), the name shall be placed upon the ballot.
- C. ELECTION. Trustees shall be elected via tally of ballots cast by present and voting active members

of the Church at the annual meeting. The members of the Nominating Ministry Team, excluding all current and retiring Trustees and the Minister(s) shall manage the election process and tally the votes. They will report the tally to the presiding President.—The three nominees receiving the largest number of votes shall be elected to the Board for three (3) year terms; the nominee receiving the fourth largest number of votes will be designated as First Alternate Trustee; the nominee receiving the fifth largest number of votes will be designated as Second Alternate Trustee. Both Alternate Trustees will serve a one (1) year term. (See Section 4.03(A)(4) The newly elected members of the Board shall be declared elected by the President following the report of the election tellers. Newly elected members of the Board shall be formally notified by the Secretary, if not physically present at the election.

### **Section 3.08 – Membership Meeting Procedures**

- A. WRITTEN NOTICE. Written notice stating the date, time and place of the annual meeting shall be distributed to all active members at least ten (10) days prior to the annual meeting and ten (10) days prior to any special meeting.
- B. QUORUM. Those Active members present and voting at a membership meeting called pursuant to the written notice shall constitute a quorum for the transaction of business at any membership meeting. Active members unable to be present in a membership meeting may vote by absentee ballot upon application to the Church office in advance of the meeting date. Absentee ballots must be returned prior to the meeting. Proxy votes are not allowed.
- C. PARTICIPATION. Participation in the business affairs of any membership meeting shall be restricted to active members in attendance. Participation of other persons in discussion of business must be approved by a two-thirds (2/3) majority vote of the active members in attendance.
- A. VOTING. Unless otherwise provided herein, the vote of a majority of the active members present and voting or by absentee ballot shall be necessary for approval or disapproval of the action being voted upon.
- B. RULES OF ORDER. The latest edition of Robert’s Rules of Order shall be the authority of the Church for parliamentary law and its usage.
- C. PRAYER. In any membership meeting, the Board President, the Minister, and Unity Worldwide Ministries Peacemaking Representative or any members 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 Board President or his/her designee shall provide a period of prayer and/or silence.

### **Section 3.09 – Special Membership Meetings.**

- A. SCHEDULE. Any time the affairs of the Church warrant, a special meeting may be called by:
  - 1. The Minister
  - 2. A majority of Trustees of the Board
  - 3. A petition signed by ten percent (10%) of the active membership. A written request must be submitted to the Board. 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 and prayer provisions for special membership meetings shall be the same as those for annual meetings,
  - 4. PURPOSE. The purpose (s) for the special meeting shall be stated both in the written request and the written notice to the Membership. In the case of a special membership meeting called by written petition, the written notice of the meeting to the membership will faithfully reflect the purpose(s) for the special meeting stated in the petition. Business conducted at the special meeting shall be limited to the pre-stated purpose(s).

### **Section 3.10 – Other Meetings**

CONGREGATIONAL TOWN HALL MEETING. At least one Town Hall Meeting, in addition to the Annual Membership Meeting will be held unless another such meeting is deemed necessary by the Board of Trustees. The date of this meeting will be set by the Board of Trustees, and the meeting will be approximately mid-year. The purpose of the meeting shall be to allow attendees to voice their interest in affairs of the Church. There shall be no pre-determined agenda, voting on any matters, or binding resolutions. The Minister(s), members of the Board, active members and any other interested parties may attend.

## **ARTICLE IV – Governance**

### **Section 4.01 – Administration and Fiscal Year**

The governance of the Church shall be vested in the Minister, who is the Spiritual Leader, the Executive Director who is the Administrative Director and the Board of Trustees, elected from the membership. The fiscal year shall be January 1 through December 31.

### **Section 4.02 – Minister**

- A. EMPLOYMENT OF SENIOR MINISTER. It is the responsibility of the Board to employ a licensed or ordained Unity Minister for the Church through cooperation with the placement and liaison procedures of the Unity Worldwide Ministries International.
- B. COMPENSATION. The compensation of the Senior Minister shall be fixed by agreement between the Senior Minister and the Board. The details of this compensation agreement are found in the Senior Minister's Letter of Agreement, which is reviewed annually.
- C. 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, Statement of Purpose. In partnership with the Executive Director, the Minister shall be:
1. Responsible for the complete functioning of this Ministry and charged with the responsibility of carrying out the policies and decisions of the Board as defined in Section 4.03 (C).
  2. Responsible for directing the Church staff activities, including recommendations to the Board for personnel employment and termination.
  3. A voting member of the Board of Trustees on all matters, except own employment, or that of successor(s).
  4. An ex-officio member of all ministry teams, task forces or other organizational meetings as defined in Article V.
  5. Responsible for seeking Unity Worldwide Ministries' peacemaking assistance in the event of a dispute adversely affecting the Ministry.
6. D. VACANCY. The position of Senior Minister may be vacated by either of the following actions:
1. Resignation.
  2. Removal of the Senior Minister because of failure to fulfill duties of the position as specified in Section 4.02(C).
- E. EMPLOYMENT OF ASSOCIATE MINISTER. Budget permitting, an Associate Minister may be appointed by the Senior Minister with the approval of the Board. An Associate Minister must be a licensed Unity Minister or an ordained Unity Minister.
7. F. TERMINATION OF EMPLOYMENT OF SENIOR MINISTER. In the event the duties described in Section 4.02(C) and further defined in the most recent letter of agreement have not been fulfilled, the

employment of the Senior Minister may be terminated. As stated in the Letter of Agreement, any dispute concerning the performance of the Senior Minister or the interpretation of the letter of Agreement or its validity termination shall be solely and finally resolved by arbitration before, and under procedural rules, established by a neutral arbitrator agreed upon by both parties. The expenses for such arbitration shall be borne equally by both parties. After the board and its Senior Minister or co-minister(s) have cooperated with the peacemaking procedures of a mutually agreed upon arbitration process, a two-thirds (2/3) majority vote of the Board of Trustees is required to terminate the employment of a minister. Should the Board of Trustees vote to terminate a Minister's employment, the decision must be ratified at a special membership meeting by two-thirds (2/3) vote of those active members present and voting.

G. APPROVAL OF STAFF EMPLOYMENT AND TERMINATIONS. The Executive Committee of the Board shall approve all employment or termination recommendations by the Minister or Executive Director, prior to action being taken.

### **Section 4.03 – Board of Trustees – Members and Duties**

#### **A. STRUCTURE**

1. The Board shall consist of the Minister and at least six (6) but no more than eight (8) Trustees elected from the membership of the Church. Each elected Trustee shall hold office for three years or until a successor is duly elected.
2. The terms of three elected Trustees shall expire annually and their offices shall be filled at the annual membership meeting in accordance with Section 3.07.
3. No elected Trustee shall serve more than two consecutive terms without an interval of one (1) year between terms.
4. First Alternate Trustee and Second Alternate Trustee shall be elected for one (1) year terms with duties as defined in Section 4.03(C). Upon the resignation or removal of a Trustee, the First Alternate Trustee will assume and complete that Trustee's term. Upon the resignation or removal of a second Trustee, the Second Alternate Trustee will assume and complete that Trustee's term.
5. No individual receiving compensation from the Church and any spouse, life partner, parent, child, sibling or in-law of an individual receiving compensation from the Church shall serve on the Board, with the exception of the Senior Minister. No board member shall be a Licensed Unity Teacher, the spouse, life partner, parent, child, sibling or in-law of another board member.

B. 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. 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

C. DUTIES. As representatives of the membership, Board Members shall:

1. Uphold the spiritual purpose of the Church as stated in Section 1.01.
2. Uphold the highest interest of the membership in conducting the business of the Church.
3. All trustees will fully tithe their talent, time and treasure to Unity Atlanta.
4. Be familiar with these Bylaws.
5. Be faithful in attendance at services, board and membership meetings of the Church.
6. Make determination of the business needs of the Church and authorize payment of monies for those purposes.
7. Administer the property of the Church, both real and personal.
8. Make determinations on the pledge, or proposed financing of real property or notice to the membership of any such pledge or proposed financing which exceeds an amount equal to twenty-five percent (25%) of the immediate past twelve months revenues, excluding endowments.
9. Cause to be prepared annually a complete financial statement with disclosures which will set forth the fiscal

conditions and operations of the Church.

10. Keep or cause to be kept an accurate record of membership.

11. Keep or cause to be kept accurate records of gifts to the Church in compliance with Internal Revenue Service regulations; and acknowledge in writing contributions in compliance with Internal Revenue Service regulations.

12. Secure a fidelity bond for the Treasurer and the Executive Director, the amount to be set by the Board.

13. Act to fill the un-expired term of any Trustee in accordance with Section 4.04.

14. Elect officers of the Board, and their successors to fill any un-expired term when necessary, as defined in Section 4.08.

15. Approve ministry teams or task forces and their chairpersons as appointed by the Board President and defined in Article V.

16. Serve as liaison or team leader to one (1) or more ministry teams as assigned by the Board President.

17. Communicate with the Placement/Peacemaking Coordinator of the Association for aid in resolution of all disputes between the Board and the Minister concerning the Minister's services. As stated in the Letter of Agreement, any dispute concerning the performance of the Senior Minister or the interpretation of the letter of Agreement or its validity termination shall be solely and finally resolved by arbitration before, and under procedural rules, established by a neutral arbitrator agreed upon by both parties. The expenses for such arbitration shall be borne equally by both parties.

18. Consider other duties brought to its attention by the Minister and other Trustees.

19. Partners with the Senior Minister and Executive Director to establish new positions and sets and approves salary ranges and is informed of personnel problems if it moves to progressive discipline.

#### **Section 4.04 – Board of Trustees – Qualification and Terms**

A. QUALIFICATIONS. A candidate for the Board must:

1. Be an active member of the Church.

2. Desire to serve on the Board.

3. Endeavor to live in accord with the Jesus Christ principles of Love, Truth and Service as taught by the Unity Institute and The Unity Worldwide Ministries International.

4. Further the work of this Ministry through his/her active commitment, interest, love and joyful support.

5. Be a sincere and continuing student of Unity, conversant with its teachings.

6. Have demonstrated leadership capabilities.

7. Have been active in the Church for at least the prior (2) years before service; and during this time, have been an active member for at least one of those years having tithed talent, time and treasure to the Church and/or provided other sources of spiritual nourishment.

B. TERMS. The terms of three members that expire annually shall be filled at the annual membership meeting by formal balloting from nominees selected by the Nominating Committee and by petition as defined in Section 3.07.

C. The Board may vote to declare a board member's seat vacant upon three consecutive absences of regular board meetings. That vote may occur during the third consecutive meeting.

D. The Board may vote by a two thirds (2/3) majority to remove a Board member and then inform the congregation.

E. The Board may vote by a two thirds (2/3) majority to fill an open Board position if both the first and second alternate board members already have replaced other Board members.

#### **Section 4.05 – Board of Trustees – Meetings and Quorum**

A. REGULAR BOARD MEETINGS. The regular business meetings of the Board shall be held at the headquarters of the Church monthly at a time agreed upon by the Trustees and shall be announced to the

congregation in writing.

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. 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. EXECUTIVE SESSION

1. A Board motion must be passed by majority vote before the Board may enter executive session, either as an addendum to a regular Board meeting or announced as a separate closed meeting.
2. An executive session shall be limited to matters that are highly sensitive, including but not limited to personnel issues.
3. Any action determined in executive session must be presented by motion in an open Board meeting for the full Board's deliberation and vote.

D. QUORUM. Five (5) Trustees shall constitute a quorum for the transaction of business.

E. ATTENDANCE. Any congregant of the Church may attend all Board meetings except those held in executive session.

#### **Section 4.06 – Conflicts of Interest**

- A. No Board members shall participate in the discussion of, or vote on, any matter of which he/she shall directly or indirectly benefit, financially or otherwise.
- B. In order to avoid a conflict of interest (or the perception of a conflict of interest) Board members shall not solicit church members, congregants, staff or fellow Board members for professional business activities or other personal gain.

#### **Section 4.07 – Indemnification of Officers and Trustees**

A. EXTENT OF COVERAGE. Any person or members made or threatened to be made a party to any claim, action, suit or proceeding, because such person or member served on the Board of Trustees or a committee or was an officer or employee of the Church, shall be defined, held harmless and indemnified against all judgments, fines, amounts paid in settlement, reasonable costs and expenses, including attorney's fees and other liabilities that may be incurred as a result of such action, suit or proceedings, if such person or member acted in good faith for a purpose which, he, she or it reasonably believed to be in the best interest of the church when participating with another association or organization, and with respect to any criminal actions or proceedings, in addition had no reasonable cause to believe that his, her or its conduct was unlawful. Such indemnification shall not be exclusive of other rights such person or member may have. Such indemnification shall pass to the successors, heirs, executors or administrators of such person or member. The termination of any civil or criminal action or proceeding by judgment, settlement, conviction or upon a plea of *nolo contendere*, or its equivalent, shall not in itself create a presumption that any such person or member did not act in good faith for a purpose which he, she or it reasonably believed to be in the best interest of the Church, or that he, she or it had reasonable cause to believe that his, her or its conduct was unlawful. If any such claim, action, suit or proceeding is compromised, it must be with the approval of the Board. Such indemnification as is herein provided shall be apportioned equally among each member. Payment of settlements resulting from indemnification, proceedings, where from accumulated church funds or through equal membership assessment, shall be determined by the Board.

B. DETERMINATION. In each instance in which a question of indemnification arises, entitlement thereto, shall be determined by the Board acting by a quorum consisting only of Trustees who are not parties to such action, suit or proceeding; provided, however, that a person or member who or which has been wholly successful, on the merits or otherwise, in the defense of a civil or criminal action or proceeding of the character



described in subsection (a) of this Section shall be entitled to indemnification as authorized in such section. If a quorum is not obtainable with due diligence, entitlement to indemnification shall be determined by the Board of Trustees upon the opinion in writing of independent legal counsel that indemnification is proper in the circumstances because the applicable standard of conduct has been met by such person or member, or by the members of the Church upon a finding that such person or member has met the applicable standard of conduct. Nothing herein shall be deemed to bind a person or member who or which the Board of Trustees has determined not to be entitled to indemnification, or to preclude such a person or member from asserting the right to such indemnification by appeal from the determination of the Board and by legal proceedings.

C. **LIABILITY INSURANCE.** The Board shall at all times satisfy itself that adequate professional liability insurance coverage is in effect to indemnify each member.

#### **Section 4.08 – Board of Trustees – Offices and Duties**

Officers of the Board shall consist of a President, Vice-President, Secretary and 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 (1) year or until their successors are duly elected or qualified.

A. **PRESIDENT.** The President shall:

1. Preside at all Board meetings.
2. Preside at all membership meetings.
3. Appoint ministry teams and task forces in accordance with Section 5.01
4. Be 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.

B. **VICE PRESIDENT.** The Vice President shall:

1. Perform all duties of the President in the absence of the President.
2. Become President 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 by simple majority to fill the remainder of the term.
3. Be responsible for the Nominating Ministry Team activities.

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. 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 Church office at all time, or in such other depository as prescribed by the Board.
3. Attend to all official business required by the Board.
4. Keep a roster of members of the Board together with the dates of their tenure.
5. Maintain the Bylaws and Policies and be responsible for all Bylaws and Policies activities.

D. **TREASURER.** The Treasurer shall:

1. Pay out or cause to be paid out, funds authorized by the Board.
2. Keep, or cause to be kept, a record of all financial transactions and submit a monthly financial report at each regular board meeting.
3. Submit a financial report, covering the last complete fiscal period, at the annual membership meeting.
4. Place, or cause to be placed, the funds of this Ministry in the bank or other depository approved by the Board.
5. Be responsible for the Finance Ministry Team activities.

#### **Section 4.09 – Executive Committee**

The President, Vice President, Secretary, Treasurer and the Minister shall constitute an Executive Committee of the Board. The Executive Committee shall:

- A. Have and may exercise all of the authority of the Board in the management of the affairs of the

Church between regular meetings. Any actions taken by the Executive Committee must be reported at the next Board meeting and be subject to Board approval.

B. Be responsible for Long Range/Strategic Planning.

## **ARTICLE V – Ministry Teams**

### **Section 5.01 – Standing or Ad hoc Ministry Teams – Structure**

A. **STANDING MINISTRY TEAMS FORMATION.** Standing Ministry Teams, as defined in Section 5.02 will be formed annually within thirty (30) days following the Annual Meeting. All standing ministry teams shall consist of at least three members at large, excluding members of the Board, except for the Nominating and Finance Ministry Teams whose compositions are defined in Section 5.02 (B) and (C). All Standing Ministry Teams shall consist of at least three (3) team members who may or may not be members of the church. A Ministry Team Leader shall be appointed by the Board President. The Ministry Team Leader shall to provide periodic updates to the Board of Trustees at its ensuing meeting. The Board President and Senior Minister(s) shall have ex-officio privilege to attend the ministry team meetings.

B. **LIAISON TRUSTEE.** The Board President shall appoint one (1) Board Trustee as liaison for each standing ministry team, other than the Finance, Nominating, and Bylaws and Policy Ministry teams, whose liaisons are defined in Section 4.08. The liaison Trustee shall review and submit the ministry teams periodic reports to the Board.

C. **ETHICS.** Members of ministry teams (ad hoc or standing) shall abide by the same ethics governing board membership, including respect for confidentiality and ineligibility of staff or spouses of staff to sit as members. All ministry team members shall have a demonstrable understanding of Unity teachings.

D. As members of the Unity Atlanta leadership, Ministry Team Leaders are expected to tithe their time, talent, or treasure and to meet the guidelines required of Trustees as specified in Section 4.04 (A).

E. **AD HOC OR TASK FORCE MINISTRY TEAMS FORMATION.** Ad hoc teams will be formed at the discretion of the President and will serve for a defined period of time, not to exceed one (1) year, and charged with specific project oriented responsibilities. The ad hoc ministry teams may be renewed annually at the discretion of the President.

### **Section 5.02 – Standing Committees and Duties**

A. **BYLAWS AND POLICY MINISTRY TEAM** shall have the following duties:

1. The Bylaws and Policy Ministry Team is a responsibility of the Board Secretary and shall include **up to** two members who are previous members of the Board of Trustees. All members of the Bylaws and Policy Team shall serve for a minimum of one year; not to exceed three (3) years. After a one year break, a member may serve again on this team. The Board President and Senior Minister(s) shall have ex-officio privilege to attend the ministry team meetings.

2. The Board Secretary, at the direction of the Board of Trustees shall advise members of the Bylaws and Policy Team of specific areas of concern which need to be addressed during review of the Bylaws and Policies. During the year, the Team may review and evaluate provisions of the current Bylaws section-by-section and determine if any revisions are desirable.

3. Annually review the policy for ad hoc or standing ministry team operations. This review includes duties and authority of the ministry team leaders and provides guidelines on conducting ministry team meetings, communicating with team members and other pertinent subjects.

B. **FINANCE MINISTRY TEAM** shall consist of the Board Liaison (the Treasurer), the Ministry Team Leader (selected by the President of the Board), Staff Liaison, usually the Executive Director, and at least 3 other members at large.

1. Serve as a channel of study and recommendation of all capital expenditures and investments as designated in the Board Policy Manual.
2. Review monthly financial reports, provide an informal administrative review (subject to an official administrative review) and provide comments, if appropriate.
3. Take on special projects as requested by the Treasurer or the Board President.

C. NOMINATING MINISTRY TEAM shall report to the Vice President and will consist of five members, selected annually, each to serve a term of one (1) year, including the Senior Minister, one (1) Board Trustee, other than the Board President, selected by the Board, a member from the Church membership selected by the Board, and two additional members from the church membership.

The Nominating Ministry Team shall:

1. Each year select at least five (5), but not more than eight (8), names to be placed on the formal ballot for the annual election of Board members.
2. Communicate its selection of nominees to the membership at least thirty (30) days prior to the annual meeting.
  3. Upon notification of an Alternate Trustee Board vacancy, submit to the Board one (1) or more qualified candidates, following the guidelines for Trustee nominees to fill the un-expired term.
4. The Nominating Ministry shall also compile a list of potential leaders who can fill leadership roles within the church.

D. STEWARDSHIP MINISTRY TEAM shall consist of a minimum of three members at large and a staff liaison, usually the Executive Director. The team leader will be appointed by the Board President. All members of the Stewardship Team shall serve for a minimum of one year; not to exceed three (3) years. After a one year break, a member may serve again on this team. The Stewardship Ministry Team shall have the following duties:

1. Prepare a plan for fundraising for short term and long term projects.
2. Approve but does not necessarily implement fundraising events.
3. The Stewardship Ministry Team is responsible for conducting ongoing activities which will raise the abundance consciousness and prosperity skills of church congregants.

E. MARKETING AND COMMUNICATIONS MINISTRY TEAM shall consist of the Board Liaison and Ministry Team Leader (both appointed by the Board President), Staff Liaison, and at least three members at large. Team members shall serve for a minimum of one year; not to exceed three (3) years. After a one year break, a member may serve again on this team. The duties of the Marketing and Communications Team are to:

1. Provide clarity, completeness, and consistency of messaging in the promotion of Unity Atlanta. The message is intended for our current congregation, new members, visitors, and residents of the surrounding communities. This includes but is not limited to website development, social media, newsletter creation and distribution, branding, etc.
2. The messaging will be adjusted as warranted

### **Section 5.03 – Other Ministry Teams**

Other ministry teams (including standing, ad hoc or task force ministry teams) may be appointed by the Board President with approval of the Senior Minister(s) and the Board.

## **ARTICLE VI– Seal**

**Section 6.01 – Description**

The Corporate seal of this ministry shall include the name of the church in a circle which encloses the name of the city, state and date of incorporation.

**Section 6.02 – Dissolution**

Should this corporation dissolve, all property and funds remaining after the payment of the debts of the corporation shall be delivered to the Unity Worldwide Ministries International, a non-profit corporation organized under the laws of the State of Georgia, for religious and educational purposes. Such funds or property shall be for the use and benefit of the Association as may be determined by the Board of Trustees. Upon re-establishment of a Unity church or church in Atlanta, the Association shall make available to the church an amount of money equivalent to that received from the dissolution.

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 501(c)(3) of the Internal Revenue Code of 1954.

**ARTICLE VII – Bylaws Amendments**

**Section 7.01 - Procedure**

Changes, alterations or amendments to these Bylaws must be approved by voting members of this corporation after written notice setting forth the proposed changes, alterations or amendments have been distributed either by hard copy available at the Church, by mail through the U.S. Postal Service or by email. Written notice must be distributed at least ten (10) days before the date of the Annual Meeting. The proposed changes, alterations or amendments shall not become effective until two-thirds (2/3) of all votes cast are affirmative

These Bylaws fully supersede all previous Bylaws adopted by Unity Center, Inc.

We hereby give our signature and do certify that this document contains the letter and the spirit of the Bylaws of Unity Center, Inc. d/b/a Atlanta Unity Church amended and approved by a majority vote of the members of the congregation present at the 2016 Annual Membership Meeting, February 28, 2016.

\_\_\_\_\_  
John Strickland  
Senior Minister (signed)

\_\_\_\_\_  
Pat Duboise  
Board of Trustees Secretary (signed)

Pam Johnson  
Executive Director (signed)

A copy of these certified Bylaws has been filed with the Registered Agent.