

BYLAWS

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

A Florida Not for Profit Corporation

Revised August 2018

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

| ARTICLE | PAGE |
|---|-------------|
| Article I – Identification ----- | 3 |
| 1.01 Statement of Purpose ----- | 3 |
| 1.02 Accomplishment of Purpose----- | 3 |
| 1.03 Unity Worldwide Ministries ----- | 3 - 4 |
| Article II – Office and Official Records ----- | 4 |
| 2.01 Principal Office ----- | 4 |
| 2.02 Official Records ----- | 4 |
| Article III – Membership ----- | 4 |
| 3.01 Qualifications ----- | 4 |
| 3.02 Election of Members ----- | 4 |
| 3.03 Classes of Members ----- | 4 |
| 3.04 Terms of Membership ----- | 4 - 5 |
| 3.05 Responsibilities of Active Membership ----- | 5 - 6 |
| Article IV – Meetings and Quorum ----- | 6 |
| 4.01 Annual Meetings ----- | 6 - 7 |
| 4.02 Special Membership Meetings ----- | 7 - 8 |
| 4.03 Meeting Procedures ----- | 8 |
| Article V – Administration, Management and Leadership ----- | 8 |
| 5.01 Administration ----- | 8 |
| 5.02 Senior Minister ----- | 8 - 9 |
| 5.03 Definitions ----- | 9 |
| Article VI – Board of Trustees ----- | 9 |
| 6.01 Membership ----- | 9 |
| 6.02 Term of Office ----- | 9 - 10 |
| 6.03 Prohibition of Service ----- | 10 |
| 6.04 Duties and Responsibilities ----- | 11 |
| 6.05 Duties of Alternate ----- | 11 |
| 6.06 Formation of Ministry Teams ----- | 11 |
| 6.07 Prayer ----- | 11 |
| 6.08 Election ----- | 12 - 13 |
| 6.09 Vacancy and Replacement ----- | 13 – 14 |
| 6.10 Officers ----- | 14 |
| 6.11 Officers Responsibilities ----- | 14 - 15 |
| 6.12 Regular Board Meetings ----- | 15 |
| 6.13 Special Board Meetings ----- | 15 |
| 6.14 Quorum ----- | 15 |
| 6.15 Minister Attendance ----- | 15 - 16 |
| 6.16 Prayer ----- | 16 |
| Article VII Seal ----- | 16 |
| Article VIII Dissolution ----- | 16 |
| Article IX Parliamentary Authority ----- | 16 |
| Article X Amendment of Bylaws ----- | 16 |

ARTICLE I - IDENTIFICATION

Section 1.01 Statement of Purpose. The purpose of Unity Church of Christ of Fort Lauderdale, Inc. (dba Unity of Fort Lauderdale) 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 1.02 Accomplishment of Purpose. In the accomplishment of this purpose, Unity Church of Christ of Fort Lauderdale, Inc. (dba Unity of Fort Lauderdale) 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 1.03 Unity Worldwide Ministries. Unity Church of Christ of Fort Lauderdale, Inc. (dba Unity of Fort Lauderdale) 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 the UWM. Unity Church of Christ of Fort Lauderdale, Inc., (dba Unity of Fort Lauderdale, 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, insofar as they do not conflict with the Unity Church of Christ of Fort Lauderdale, Inc. (dba Unity of Fort Lauderdale) 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. Compliance.** 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.

E. Reports. The ministry shall make annual reports to the UWM as required.

ARTICLE II -OFFICE AND OFFICIAL RECORDS

Section 2.01 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 2.02 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. All electronic records shall be backed up daily through an appropriate back up program. All confidential documents are kept in the principal office in a secure location/file and are available only for use by the Minister(s), Board of Trustee members, or designated special committees and professional staff. Should it become necessary to remove church property from the principal office for use by the Board it shall be returned immediately upon completion of use. 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 III – MEMBERSHIP

Section 3.01 Qualifications. A member of Unity Church of Christ of Fort Lauderdale, Inc. (dba Unity of Fort Lauderdale) will 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 and financial support.

Section 3.02 Election of Members. Anyone desiring membership or transfer to Unity Church of Christ of Fort Lauderdale, Inc. (dba Unity of Fort Lauderdale) 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 of sixty (60) days of membership. All staff ministers and licensed Unity teachers are considered members of this ministry.

Section 3.03 Classes of Members. There shall be two classes of members of this ministry, active and inactive. Active members have full membership rights and may participate and vote in any membership meeting.

Section 3.04 Terms of Membership.

- 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 as referred to in *Article III (Membership), Section 3.01 (Qualifications)*, 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.

C. Reinstatement of Inactive Membership.

1. **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.
2. **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)*.
3. **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 2/3rds vote of the Board of Trustees shall be required for removal of membership.

Section 3.05 Responsibilities of Active 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, called in accordance with *Article IV (Meetings and Quorum)*;
- C. Contact the UWM regional representative or the UWM directly for guidance, support, or information on available resources;
- D. Elect members to the Board of Trustees as specified in *Article VI (Board of Trustees), Section 6.07 (Election), (A through E)*;
- 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 as specified in *Article X (Amendment of Bylaws), Section 10.02 (Revision)*.
- G. Vote on any expenditure that exceeds twenty-five thousand dollars in value. A seventy-five percent (75%) affirmative vote of those active members present and choosing to vote is required

for approval. Refer to *Article VI (Board of Trustees), Section 6.04 (Duties and Responsibilities) (F)*;

- H. Elect member(s), to serve on the Nominating Ministry Team as specified in *Article VI (Board of Trustees), Section 6.08 (Election), B 1 (Nominating Ministry Team)*;
- I. Call a special membership meeting when the affairs of this ministry warrant such action. Refer to *Article IV (Meetings and Quorum), Section 4.02 (Special Membership Meeting)*;
- J. Vote to override any action of the Board of Trustees. This vote must be taken at a duly constituted membership meeting. Refer to *Article IV (Meetings and Quorum), Section 4.01 (Annual Meeting), G (Power and Authority), (5)*. Notice of the issue to be voted on must be submitted to the active membership in writing ten (10) days prior to the meeting. Seventy-five percent (75%) 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 in accordance with *Article IV (Meetings and Quorum), Section 4.01 (Annual Meetings), G, (Power and Authority), (7)*; *Article VI (Board of Trustees), Section 6.08 (Election), E (Removal from Office)*; *Article VI (Board of Trustees), Section 6.09 (Vacancy and Replacement), A (Vacancy), (4)*. A seventy-five percent (75%) affirmative vote of those active members present and choosing to vote is required;
- 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 fifty-one percent (51%) of the active membership may request Ministry Services assistance by notifying the President of the Association of Unity Churches in writing with copies to the Board of Trustees and minister. Upon receipt by the Board of a request from the active membership, as stated above, to the President or designee of the Association of Unity Churches, said person(s) will confer with the Board of Trustees, minister and Regional Representative to evaluate whether further action is required.

ARTICLE IV – MEETINGS AND QUORUM

Section 4.01 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 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 the active members attending a membership meeting called pursuant to the notice provisions of *Article IV (Meetings and Quorum), Section 4.01 (Annual Meetings), B (Notice)*, 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.

- 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. The right of other persons to speak during membership meetings may be extended by a two-thirds (2/3rds) vote. UWM representatives have a right to speak when they have been invited by the Senior Minister, the Board of Trustees, or any active member.
- F. Voting.** Unless otherwise provided in these bylaws, a two-thirds (2/3rds) 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. Proxy, absentee, or electronic (Internet, email, fax, etc.) voting is not allowed.
- 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.
 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.
- H. Prayer.** In any annual membership meeting, the Board President, Minister(s), and UWM Representative, or any member may request that action on an item of business be suspended while the membership enters into a time of prayer during the meeting on the issue. Upon such request, the President will provide a period of prayer and silence.

Section 4.02 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.

Section 4.03 Meeting Procedures.

A. Rules of Order. 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 V – ADMINISTRATION, MANAGEMENT AND LEADERSHIP

Section 5.01 Administration. The government of Unity Church of Christ of Fort Lauderdale, Inc. (dba Unity of Fort Lauderdale) shall be vested in the Ministry Team consisting of the Minister and the Board of Trustees elected from the membership.

Section 5.02 Senior Minister.

A. Senior Minister. The senior minister shall be a duly licensed or ordained Unity minister.

1. **Duties.** The senior minister is responsible for the spiritual and administrative responsibilities of the member ministry, including but not limited to lessons, classes, spiritual/pastoral counseling, teaching, preaching, and fellowship. The Senior minister shall discharge his/her duties in conformity with the Bylaws of Unity Fort Lauderdale Church of Christ, Inc. (dba Unity of Fort Lauderdale) on file with the State of Florida, the Minister’s employment contract and the current Unity Worldwide Ministries Code of Ethics for Ministers/Spiritual Leaders, which are incorporated herein by reference. The minister shall:
 - a. Be jointly responsible for the functioning of this ministry, including but not limited to, the hiring and termination of all employees with prior review and approval by the Board of Trustees.
 - b. Serve as voting member of the Board of Trustees on all matters except matters regarding their own employment, or that of their successor.
 - c. Create ministry teams related to these duties pursuant to *Article VI (Board of Trustees), Section 6.06 (Formation of Ministry Teams)*.
 - d. Appoint the members of such ministry teams pursuant to *Article VI (Board of Trustees), Section 6.06 (Formation of Ministry Teams)*.
 - e. Serve as ex officio members of all ministry teams;
 - f. When aware of conflict, make a good faith effort to encourage affected parties to come together to resolve any concerns.
 - g. Be responsible for seeking the UWM’s assistance in the event of a dispute adversely affecting the ministry.

2. **Selection.** The Board of Trustees shall select the senior minister taking into consideration the employment procedures for ministerial personnel of the UWM and other resources deemed appropriate by the Board of Trustees.
3. **Compensation.** The compensation of the senior minister employed by this ministry shall be set by the Board of Trustees and shall be included in the Minister's employment contract which is incorporated herein by reference.

B. Vacancy. The position of a minister may be vacated by any of the following actions:

1. Resignation, or
2. Termination, subject to the Board's compliance with *Article VI (Board of Trustees), Section 6.04 (Duties and Responsibilities)*, the Minister may be removed by a two thirds (2/3rds) vote for failure to fulfill any duties of the position as specified in *Article V (Administration, Management and Leadership), Section 5.02 (Senior Minister), (A) (Senior Minister), 1 (Duties)*.
3. Or violation of the mutually executed contractual terms between the Board of Trustees and the Minister.

Section 5.03 Definitions.

A. Unity Ministry. A member ministry in the UWM recognized by the UWM will have a duly ordained or licensed Unity minister in good standing, or a person serving under special dispensation as its Spiritual Leader.

B. Senior Minister. A Unity minister in good standing duly ordained, licensed (or serving under special dispensation) by the UWM (or Unity School of Christianity prior to July 1, 1966), who assumes the spiritual leadership role in a member ministry. This leader works in conjunction with the Board of Trustees of the member ministry, and is to oversee the teaching, preaching (lesson), worship services, healing, counseling, prayer, administrative, and fellowship activities of the ministry.

ARTICLE VI – BOARD OF TRUSTEES

Section 6.01 Membership. The Board of Trustees shall be composed of the senior minister and no fewer than five (5) other trustees and one (1) alternate trustee. The regular and alternate trustees will be elected from among the active membership of Unity Church of Christ of Fort Lauderdale, Inc., (dba Unity of Fort Lauderdale) at the annual membership meeting.

Section 6.02 Term of Office.

A. Elected trustees will hold office for three years, or until their successors have been elected and assume office. Trustees elected at any annual membership meeting shall take office, 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.

- B. 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 Duties and Responsibilities. As representatives of the membership, the Board of Trustees shall:

- A. Uphold the spiritual purpose of this ministry as stated in *Article I (Identification), Section 1.01 (Statement of Purpose)* of 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, consistent with *Article III (Membership), Section 3.05 (Responsibilities of Active Members) (G)* and *Article IV (Meetings and Quorum) Section 4.01 (Annual Meetings) (C) Quorum*;
- 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 in accordance with *Article IV (Meetings and Quorum), Section 4.01 (Annual Meeting), (G) (Power and Authority)*;
- 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;
- L. As recommended by the Senior Minister, determine staff positions and authorize funds for their financial support;
- M. Shall have authority to review and approve the hiring and termination of employees upon recommendation of the Senior Minister as referenced in *Article V (Administration, Management and Leadership), Section 5.02 (Senior Minister), (A) (Senior Minister), 1 (Duties) (a)*;
- N. Establish the dates for the beginning and ending of the fiscal year;
- O. Cause to be prepared each year a complete financial statement with disclosures that will set forth the financial conditions and operations of the ministry;
- P. Secure a fidelity bond or theft and dishonesty insurance for persons handling church funds;

- Q.** Approve applicants for membership;
- R.** Provide for the sending yearly membership renewal cards or such other documents as approved by the Board of Trustees to all active members;
- S.** Fill the unexpired term of any trustee;
- T.** Elect officers of the board and their successors to fill any unexpired term when necessary;
- U.** Create and ratify such ministry teams as needed to support the functions and responsibilities of the board pursuant to *Article VI (Board of Trustees), Section 6.05 (Formation of Ministry Teams)*;
- V.** 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.
- W.** Advise the President of the Board on appointments to ministry teams;
- X.** Attend and actively participate in ongoing board education programs;
- Y.** Consider other issues brought to their attention by the minister or members of the board;
- Z.** Keep or cause to be kept an accurate record of active and inactive members;
- AA.** Keep or cause to be kept records of attendance of children and staff present and involved with the children's programs;
- BB.** Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue Service regulations;
- CC.** Hold UWM responsible to comply with their current Bylaws and provide the ministry with timely updates of the Bylaws and all current policies and procedures to meet the requirements of UWM compliance;
- DD.** Issue or cause to be issued necessary 1099 and W-2 forms in compliance with Internal Revenue Service regulations;
- EE.** Acknowledge in writing contributions in compliance with Internal Revenue Service regulations;
- FF.** Secure Directors & Officers and general liability insurance for all Board of Trustee members, the minister, and Board designated committees;
- GG.** Take such other actions as may be deemed necessary for the best interests of this ministry.

Section 6.05 Duties of the Board Alternate. The Board Alternate will endeavor to 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 6.06 Formation of Ministry Teams. Ministry teams, except for the Nominating Ministry Team, shall be appointed by the minister and communicated to the President of the Board. Ratification by the Board is required.

Section 6.07 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. 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.

Section 6.08 Election.

A. Qualifications. Any person elected to the Board of Trustees must be an active member of Unity Church of Christ of Fort Lauderdale, Inc. (dba Unity of Fort Lauderdale) as stated in *Article III (Membership), Section 3.05 (Responsibilities of Active Membership)*. In addition, he/she will be a person who:

1. Desires to serve on the Board and is committed to comply with *Article VI (Board of Trustees), Section 6.04 (Duties and Responsibilities)*;
2. Endeavors to live in accord with the Jesus Christ principles of love and truth as taught by Unity;
3. Furthers the purposes of this ministry through his/her active interest and loving participation in church services, activities, classes, volunteer efforts, and financial support of this ministry;
4. Is a sincere and continuing student of Unity, conversant with its teachings;
5. Has demonstrated effective leadership capabilities;
6. Demonstrates the ability to work effectively in a Team Ministry.

B. Nominating Procedure.

1. Nominating Ministry Team.

- a. **Formation.** 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. The Nominating Ministry Team will consist of four (4) members; the minister, who shall serve as an ex-officio member of the Nominating Ministry Team pursuant to *Article V (Administration, Management and Leadership) Section 5.02 (Senior Minister) 1 (Duties) (e)* and *Article VI (Board of Trustees) Section 6.06 (Formation of Ministry Teams)*; one (1) Board member selected by the Board; and one (1) active member selected by the Board from the membership. This Board selected team shall be tasked by the Board to select the fourth (4th) Nominating Ministry Team member from the active membership.
- b. **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 in accordance with *Article III (Membership), Section 3.01 (Qualifications), and Article III (Membership), Section 3.05 (Responsibilities of Active Members)*.

2. **Screening Process and Timeline.** 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 *Article III (Membership), Section 3.01 (Qualifications) and Section 3.05*

(Responsibilities of Active Members), 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 in *Article IV (Meetings and Quorum), Section 4.01 (Annual Meeting), B (Notice)*.

3. **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.

C. 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 6.08 (Election), (A) (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 and their qualifications. Questions will be taken at the end of the presentations and shall be facilitated by the President of the Board according to Parliamentary procedure.

D. Voting. Once presentations and the question and answer period 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 (Term of Office)*.

E. Removal from Office. Any trustee may resign at any time. In addition, any Trustee may be removed by the Board of Trustees pursuant to his/her failure to fulfill the responsibilities in *Article III (Membership), Section 3.05 (Responsibilities of Active Members), and Article VI (Board of Trustees), Section 6.04 (Duties and Responsibilities)*.

Section 6.09 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 seventy-five percent (75%) vote of the Board for the removal of a Trustee because of failure to fulfill the duties of the office as specified in *Article VI (Board of Trustees), Section 6.04 (Duties and Responsibilities)*.
4. The active membership voting for removal of a Trustee because of failure to fulfill the duties of the office as specified in *Article III (Membership), Section 3.05 (Responsibilities of Active Members)* and *Article VI (Board of Trustees), Section 6.04 (Duties and Responsibilities)*.
5. If more than fifty-percent (50%) of the Board of Trustees is to be recalled, the entire Board of Trustees must be recalled. Reference *Article III (Membership), Section 3.05 (Responsibilities of Active Members)*, and *Article V (Meetings and Quorum), Section 4.01 (Annual Meeting), G (Power and Authority) 6*.
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 by ballot at its next regular meeting. In case of emergency, a special meeting may be called.

1. Only persons meeting the qualifications specified in *Article III (Membership), Section 3.01 (Qualifications)*, and *Article III (Membership), Section 3.05 (Responsibilities of Active Members)* may be considered as replacements.
2. The voting members of the Board may give alternate, non-voting Board members primary consideration in being selected to fill vacant unexpired terms.
3. No replacement will have served as a voting Trustee during the year prior to their election.
4. A majority vote of those voting members of the Board present and voting will be necessary to elect.
5. 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.
6. 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), Section 6.08 (Election)*.

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), Section 6.08 (Election)*.

Section 6.10 Officer's. 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 meeting or at a special meeting called for the purpose of selecting officers. The term of office shall be three (3) years or until successors are elected.

Section 6.11 Officers Responsibilities.

- 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 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 *Article II, (Office and Official Records), Section 2.01 (Principle Office), and Article II (Office and Official Records), Section 2.02 (Official Records)*; 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.
- B. 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 quarterly 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.

Section 6.12 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.

Section 6.13 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.

Section 6.14 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 6.15 Minister Attendance. The senior minister has 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 6.16 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. During the discussion of an item of business any trustee may request time for prayer about an issue. Upon such request the President shall provide a period of prayer and silence.

ARTICLE VII – SEAL

Section 7.01 Description. 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 VIII – DISSOLUTION

If this corporation is dissolved, all property and funds remaining after the payment of the debts of the corporation will be delivered to the UWM, a nonprofit corporation organized under the laws of the State of Georgia, for religious and educational purposes. 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 Fort Lauderdale, FL. 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 IX – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the meetings of this corporation in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the corporation may adopt.

ARTICLE X – AMENDMENT OF BYLAWS

Section 10.01 Revision. Any amendment(s) to or general revision of these bylaws may 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 emailed to all active members at least ten (10) days prior to the meeting at which they will be considered. An affirmative vote of seventy-five percent (75%) of the active members present and voting will be necessary to adopt any amendment(s) to or general revision of these Bylaws.

The above and foregoing Bylaws for Unity Church of Christ of Fort Lauderdale, Inc. (dba Unity of Fort Lauderdale) were adopted this _____ day of _____ 2018.

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

By: _____
Martha Patton, President

By: _____
Timothy Palleschi, Secretary

By: _____
Patricia Rigsby, Treasurer

By: _____
Jerome Rigoroso, Trustee

By: _____
Karla Voyt, Trustee

By: _____
Elizabeth Longo, Senior Minister

Seal: